

# CITY OF DUBLIN

*California*



**INVITES APPLICATIONS FOR THE POSITION OF**

## **Office Assistant II**

**APPLY ONLINE AT** [WWW.CALOPPS.ORG](http://WWW.CALOPPS.ORG)

### **FILING DEADLINE**

Friday, September 11, 2015 @ 5:00 PM

### **SALARY**

\$25.35 - \$31.68 per hour (\$4,394 - \$5,492 per month)

### **THE POSITION**

The City of Dublin has two full-time Office Assistant II positions to fill, one in the Parks and Community Services Department and one in the Public Works Department. In addition, the City wishes to create an eligibility list for Office Assistant II for positions that may become available throughout the year.

### **EXAMPLES OF DUTIES**

- Perform general clerical duties related to assigned functional area and department
- Type, proofread and process a variety of documents including general correspondence, agendas, memos, and statistical charts from rough draft, Dictaphone recordings or verbal instruction
- Act as a receptionist; answer the telephone and wait on the general public, provide information on department and assigned program policies and procedures; refer inquiries as appropriate
- Assist in the enrollment of participants in assigned programs; register participants in city-sponsored programs
- Issue, receive, type and process various applications, permits and other forms
- Process bills for fees; record payments and send delinquent notices when necessary
- Process permits and licenses; collect and process fees and charges
- Schedule appointments as assigned;
- Perform a wide variety of routine clerical work including filing, tallying, checking and recording information on records
- Sort and file documents and records, maintain alphabetical, index, and cross-reference files

- Maintain a variety of statistical records; check and tabulate statistical data; prepare routine statistical reports
- Operate standard office equipment including printer, copier, facsimile machine, etc.
- Receive, sort, process and distribute incoming and outgoing mail; send facsimile requests
- Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service
- Perform related duties as assigned

## QUALIFICATIONS

1. Education: High school diploma or equivalent.
2. Experience: Some clerical experience and the ability to type at a corrected rate of 45 words per minute is required.
3. Licenses, Certificates and Special Requirements: This position requires a valid California Class C driver's license to be secured prior to employment and maintained current as a condition of continued City employment.

**Typing Certificate Requirement:** A typing certificate issued within the last six months which verifies the ability to type accurately at the corrected rate of 45 words per minute must be submitted by Friday, September 11, 2015 at 5:00 pm to be considered for this position. Certificates will be accepted from a public school, business school or temporary agency; certificates from Internet testing services and/or home computer CD testing will NOT be accepted.

## KNOWLEDGE OF

- English usage, spelling, grammar, and punctuation
- Office methods and equipment including filing systems
- Word processing and document imaging equipment and software
- Laws, rules and regulations related to area of assignment

## ABILITY TO

- Learn the organization, procedures and operating details of the City department to which assigned
- Perform routine and specialized clerical work including maintenance of appropriate records and preparation of general reports related to area of assignment or department operations
- Verify, check and organize files and data
- Understand and carry out both oral and written directions
- Perform simple mathematical calculations
- Establish and maintain effective working relationships with those contacted in the course of work
- Operate a variety of office equipment such as a folding machine and Dictaphone equipment
- Independently perform duties in areas of assignment
- Use word processing and spreadsheet software

## BENEFITS

The City of Dublin offers an attractive salary compensation and benefits plan in a professional, growth-oriented environment. The salary range for the **OFFICE ASSISTANT II** position is **\$25.35 - \$31.68** per hour. The following benefits will complete the compensation package:

- Classic CalPERS Members – 2.7%@55; EPMC 0%; 7% Cost Sharing; Single Highest Year
- New CalPERS Members Tier effective 1/1/13 – 2.0%@62; 3.05% Cost Sharing; 3-Year Final Avg.

## Compensation

- Pay-for-Performance system available
- Choice of medical plans through PERS with the City contributing up to \$1,426.83 per month
- Post-retirement medical benefits; vesting requirement
- City-paid full family dental insurance
- City-paid single vision plan; optional family coverage
- IRS Section 125 plan/\$900 annual account seed money
- City-paid \$50,000 term life insurance
- City-paid long-term disability insurance
- Employee Assistance Plan
- Education reimbursement program
- Thirteen paid holidays (including one floating holiday) per year
- Approximately 22 days per year of General Leave in lieu of traditional sick & vacation leave; increases with longevity

In addition to the above benefits, the City offers voluntary participation in a deferred compensation program, short-term disability program, supplemental life insurance, Dependent Care Assistance program and a credit union.

The City of Dublin does not participate in the Social Security system except for a mandatory Medicare.

## ABOUT THE DEPARTMENTS

PARKS AND COMMUNITY SERVICES – The Parks and Community Services Department is comprised of three divisions; Parks and Community Services; Business Services Division; and Heritage and Cultural Arts. The Parks and Community Services Division provides recreational programs and activities for groups of all ages. Additionally, the Division is responsible for management of community facilities including the Shannon Community Center, Senior Center, Swim Center, Sports Fields, and Stager Community Gymnasium. The Business Services Division works toward providing support to the Parks and Community Services Department in the following areas: Communications, Marketing, Administrative, Human Resources, Records Retention, and Contract Administration. The Heritage and Cultural Arts Division works toward preserving Dublin's History, encouraging creative activities, and increasing public appreciation and enjoyment of art. This Division oversees programs relating to the heritage and history of Dublin, management of the Dublin Heritage Park and Museums, cultural arts programs and projects, and Citywide special events.

PUBLIC WORKS – The City's Public Works Department encompasses a multitude of municipal public works and engineering services, including public works maintenance and inspection services, traffic and general engineering, private development review and inspection, capital project design and implementation. While there are 13 full time employees in the Department, Public Works services such as building and park maintenance services are staffed by contractors, which totals approximately 35 in the department.

## ABOUT THE CITY

The City of Dublin is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. The City was incorporated in 1982 with a population of 53,462 within 14.59 square miles. Dublin's strategic "crossroad" location at the intersection of Interstate 580 and 680 has made the City freeway close and conveniently accessible to the Bay Area with two BART stations.

## COMMITMENT TO COMMUNITY SERVICE

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all employees representing the City are motivated to respond to the needs of the City's customers. In setting high standards for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.
- Promoting a "can do" attitude using common sense along with technical/professional knowledge.
- Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
- Providing information and resources to our customers in a friendly and helpful manner.

## THE SELECTION PROCESS

The best qualified candidates whose background and experience most closely meet the City's current needs will be invited to participate in an interview process which will consist of written and/or oral components. The City reserves the right to test an applicant in any other manner to determine suitability and to alter any aspect of the selection process. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates.

All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States.

## EQUAL OPPORTUNITY EMPLOYER

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

## HOW TO APPLY

Apply online at **[www.CalOpps.org](http://www.CalOpps.org)**. Once there, click on "**Member Agencies**," "**City of Dublin**," then on "**Office Assistant II**," and "**Apply Now**." If you provide a valid, current typing certificate (described below) and pass the initial screening, you will be invited to participate in a written exam tentatively scheduled on **Saturday, September 26, 2015**, at Dublin City Hall, so save the date!

### Typing Certificate Requirement:

1. A typing certificate issued within the last six months which verifies the ability to type accurately at the corrected rate of 45 words per minute must be submitted to be considered for this position.
2. Certificates will be accepted from a public school, business school or temporary agency; certificates from Internet testing services and/or home computer CD testing **will NOT** be accepted.
3. Typing certificate (or signed statement on official letterhead of the testing agency) must be dated no earlier than 6 months prior to the date of the application filing.
4. Typing certificate (or signed letter) must state all of the following information:
  - a. Five-minute timed typing test
  - b. Gross typing speed in words per minute

- c. Gross number of errors
  - d. Net words per minute
5. Net words per minute are calculated by subtracting your rate of error (gross number of errors divided by 5 minutes) from your gross words per minute. The scoring method used by the City of Dublin takes precedence over any other agency's scoring method. It is the applicant's responsibility to ensure typing certificates submitted contain all of the information required by the City of Dublin; incomplete or deficient typing certificates will be rejected.
6. Apply online at [www.CalOpps.org](http://www.CalOpps.org). Typing certificates may be uploaded with the CalOpps application or mailed/delivered to:
- City of Dublin
  - 100 Civic Plaza
  - Dublin, CA 94568

Typing certificates must be received by Friday, September 11, 2015 at 5:00 p.m. No faxed or e-mailed applications or postmarks will be accepted.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.